



## UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

GruO 1610.2G

G-1

6 Jan 00

### GROUP ORDER 1610.2G

From: Commanding General

To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES)

Ref: (a) MCO P1610.7E

(b) ForO P5000.1, Staff Regulations

(c) NAVMILPERSCOMINST 1611.1

(d) BUPERINST 1616.9

Encl: (1) Group Staff Reporting Seniors/Reviewing Officers

(2) 4<sup>th</sup> FSSG Reporting Seniors/Reviewing Officers

(3) CSSE/ATD Reporting Seniors/Reviewing Officers

(4) Sample Fitness Report Log Sheet

1. Purpose. To publish instructions for the submission of officer and enlisted fitness reports.

2. Cancellation. GruO 1610.2F.

3. Background. Reference (a) contains specific changes in the submissions of Marine reports. This Order clarifies the changes as they pertain to the 4<sup>th</sup> FSSG. This Order supplements reference (b) by providing guidance for the 4<sup>th</sup> FSSG reporting seniors (RS) and reviewing officers (RO).

#### 4. Action

a. The following administrative procedure will be followed in the preparation of fitness reports:

(1) Sections A and B of fitness reports will be prepared by the MRO and submitted to the RS via diskette or electronic mail. The MRO will ensure that both sections are accurate. The MRO is also responsible for providing information for completion of section C.

(2) Sections A and B of scheduled fitness reports on those officers designated in enclosure (2) and (3) will be

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prepared at the times prescribed in reference (a). Upon preparation, the respective unit will forward the fitness report to the RS ten days prior to the terminal date of the report. Administrative procedures for completion of the fitness report form are provided in reference (a).

(3) Exercise (AT) fitness reports are in a different category. Sections A and B of these reports should be prepared during AT with information from the MRO worksheet. They should be passed to the RS/RO in accordance with enclosure (3).

(4) Sections A and B of non-scheduled fitness reports (transfer, grade change, etc.) will be prepared within ten days prior to the non-scheduled event. The MRO will provide RS a completed fitness report prior to departure if transferring to another unit or IRR. Reference (a) requires all fitness reports to be received by CMC no later than 30 days after the terminal date of the report.

(5) Reference (b) requires that each Commanding Officer/Officer in Charge/Inspector-Instructor establish a system of checks and balances to ensure the prompt and correct completion of each step in the fitness report sequence. Enclosure (4) will provide an accurate and up to date status of fitness reports within an organization.

(6) Reporting seniors will complete and forward fitness reports which require review at Group Headquarters to arrive no later than 5 days following the terminal date of the report.

(7) Within the Group Headquarters, reviewing officers will deliver fitness reports they review to the G-1 for log in and mail out no later than 15 days after the terminal date of the report.

(8) All adverse reports will be signed by the next officer in the reporting chain senior to the RO, normally the reviewing officer's RS. When the third officer signing is the Commanding General, 4<sup>th</sup> FSSG, the report will be submitted in sufficient time to be reviewed by the Commanding General and received by CMC within the allotted 30 days. The standard addendum page will be the only form allowed for attachment to the fitness report.

(9) All marginal and adverse reports must have comments by the reviewing officer as to whether the Marine chooses to make a statement or not. The length of the observation does not negate the RO from this responsibility.

(10) Fitness reports that are submitted more than 20 days after the terminal due date of the report will be forwarded to the RO under separate cover with a letter providing full justification for late submission.

(11) Reporting seniors will ensure that all annual fitness reports of individuals of the same rank are forwarded together.

(12) The Commanding General 4<sup>th</sup> FSSG is the RS for the Commanding Officers of the 4<sup>th</sup> Medical and 4<sup>th</sup> Dental Battalions and the Naval Reserve National Billet Holders in the rank of Captain assigned to his immediate staff and will submit fitness reports per reference (c).

(13) The Commanding Officers, 4<sup>th</sup> Medical and 4<sup>th</sup> Dental Battalions are the regular reporting seniors for members of their immediate staff and are concurrent reporting seniors for their respective Company Commanders/Commanding Officers. The Commanding Officer, 4<sup>th</sup> Supply Battalion is the concurrent RS for the Commanding Officer, Medical Logistics Company. All concurrent fitness reports will be submitted via the officer's regular RS. Enlisted evaluations will be submitted per reference (d).

(14) The Commanding Officers of the 4<sup>th</sup> Medical and 4<sup>th</sup> Dental Battalions, their subordinate companies and the Medical Logistics Company are the regular reporting seniors for SMCR personnel assigned to their units.

(15) Inspector-Instructors of all units within the administrative chain of command of the 4<sup>th</sup> FSSG are designated as fitness report control officers. As such, they will ensure compliance with paragraph 4a(5) of this Order, ensuring that the fitness report log is accurate and up to date. Inspector-Instructors will familiarize themselves with the contents of

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reference (a) and this Order in the administration of fitness reports.

b. Operational commitment is the only flexibility provided for in dealing with fitness reports which will reach CMC past the allotted 30 days.

(1) When a RS/RO, because of operational commitments, require more than 30 days after the end of the reporting period, an extension may be granted by the Commanding General, 4<sup>th</sup> FSSG. Requests for extension will be submitted via e-mail to the Commanding General with a copy to the G-1.

(2) When reports are submitted that have been granted an extension, the RO will indicate such in his certification. Statements included in Section I indicating a reason for lateness (i.e., "the subject report is late due to ..., etc.") are desired.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



FG DOWDEN  
Chief of Staff

DISTRIBUTION: A/B

**Group Headquarters Reporting Seniors/Reviewing Officers**

1. Commanding General. The CG is the reporting senior for personnel filling the following billets:

Deputy Commander	CO, 6 <sup>th</sup> MTBn
Chief of Staff	CO, 6 <sup>th</sup> ESB
Aide-de-Camp	CO, 4 <sup>th</sup> MedBn
A C/S, G-3	CO, 4 <sup>th</sup> DentBn
A C/S, G-4	CO, 6 <sup>th</sup> CommBn
A C/S, G-6	Group Surgeon
A C/S, G-7	Group Chaplain
SgtMaj	CO, FSSG (Fwd) East
CO, FSSG (Fwd) West	CO, H&SBn
CO, 4 <sup>th</sup> LSB	CO, 4 <sup>th</sup> MaintBn

2. Deputy Commander. The Deputy is the reporting senior for personnel filling the following billets:

- (1) A C/S G-1
- (2) A C/S G-2
- (3) A C/S G-5
- (4) A C/S G-8
- (5) Staff Secretary
- (6) Career Planner
- (7) SJA

(8) All Lieutenant Colonels/Commanders and below on the Headquarters Staff regardless of billet, who are in a section where the section head is of equal rank or where they are filling a billet normally reported on by the Commanding General.

3. The Chief of Staff is designated as the reporting senior for personnel filling the following billets:

Deputy G-1	I-I, 4 <sup>th</sup> SupBn
Deputy G-3	I-I, H&SBn
I-I, 4 <sup>th</sup> LSB	Navy Staff Officer
I-I, 4 <sup>th</sup> MaintBn	Navy I-I, 4 <sup>th</sup> MedBn
I-I, 6 <sup>th</sup> ESB	Navy I-I, 4 <sup>th</sup> DentBn
I-I, 6 <sup>th</sup> MTBn	

4. Each general staff officer will be the reporting senior for those reserve officers and enlisted within the section who

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report directly to them for which there is no other officer who serves as an intermittent RS.

5. For those general staff officers with a deputy from the active component or active reserve component, these deputies will serve as the RS for all officers and enlisted members of their respective sections that are also either active or active reserve.

6. Exercise Commanders. Reference (a) designates the RS as the first officer in the reporting chain senior in grade to the MRO. Reporting responsibility shall be delegated to the most junior officer in the reporting chain within each section or unit. This reporting responsibility varies with each exercise or operation. Where possible, the exercise commander will be the reviewing officer.

7. Reviewing Officers. The reporting senior of the person writing the performance evaluation is the reviewing officer. In those instances where the Commanding General would be the designated reviewing officer, the Commanding General will be the reviewing officer for all unit commanders and the Deputy Commander will be the reviewing officer for all other officers.

ENCLOSURE (1)

**4<sup>th</sup> FSSG Reporting Seniors/Reviewing Officers**

Inspector-Instructor. Inspector-Instructors will report on their immediate assistants. Pursuant to reference (a), the RS is the first officer in the reporting chain senior in grade to the MRO. I-I's shall delegate reporting responsibilities to the lowest level within the chain of command. For all reports written by the Battalion I-I's the RO is the Chief of Staff, 4<sup>th</sup> FSSG.

Commanding Officers, Battalions, Combat Service Support Elements, Force Service Support Group. Commanding officers shall designate reporting responsibilities for members of their commands to the lowest level within the chain of command pursuant to reference (a). This will enable the commanding officer to be the RO in the vast majority of reports.

Reviewing Officers. The reporting senior of the person writing the performance evaluation is the reviewing officer. In those instances where the Commanding General would be the designated reviewing officer, the Commanding General will be the reviewing officer for all unit commanders and the Deputy Commander will be the reviewing officer for all other officers.

ENCLOSURE (2)

**CSSE/ATD Reporting Seniors/Reviewing Officers**

Exercise (AT) fitness reports shall be prepared as follows:

a. Each separate detachment at AT shall arrive at the exercise site with a fitness report with sections A and B as complete as information permits for each MRO, and shall submit the report at such time as required by the exercise or detachment commander for all MRO's known to the detachments.

b. Fitness reports will be fully marked and completed by the RS at the exercise site and submitted to the RO, before the termination of AT.

c. The S-1, or a designated administrative officer, shall account for all fitness reports submitted during the exercise utilizing enclosure (4). He will ensure their accuracy and completeness and verify that all required reports have been properly, submitted by RS's and the RO has completed all signature blocks. For those reports wherein the Commanding Officer/Officer in Charge of the detachment is the RS, the reports will be submitted to the S-1/Admin Officer of the next higher headquarters of the officer who functions as the RO for such reports. Such submission shall be made prior to the termination of AT.

ENCLOSURE (3)





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**Sample Fitness Report Log Sheet**

RANK \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ INIT \_\_\_\_\_

SSN \_\_\_\_\_ MOS \_\_\_\_\_

OCC	REPORTING PERIOD	REPORTING	REVIEWING	STATUS	DATE
	FROM TO DATE	SENIOR	OFFICER		TO CMC

ENCLOSURE (4)